



CITY OF BOULDER
Planning and Development Services
Rental Housing Inspection & Licensing Program

1739 Broadway, third floor • P.O. Box 791, Boulder, Colorado 80306-0791
Phone 303-441-3152 • Fax 303-441-3241 • E-mail plandevlop@ci.boulder.co.us
Web www.boulderplandevlop.net

April 25, 2006

Subject: Verification of owner occupied status for formerly rented properties

Dear Property Owner:

Pursuant to Section 10-3-2 of the 1981 Boulder Revised Code (B.R.C.), any property rented or leased for a "valuable consideration" must be maintained in compliance with the provisions of the City of Boulder Housing Code (Title 10, Chapter 2, 1981 B.R.C.) as evidenced by a **Valid Rental License** issued by the City of Boulder.

Section 10-3-2 of the 1981 B.R.C. exempts from rental license requirements any "dwelling unit occupied by the owner, or members of the owner's family and housing no more than two roomers who are unrelated to the owner or the owner's family."

Attached to this cover letter is a "**Verification of Owner Occupied Status Form**" which you, as the owner, must complete and sign verifying conformance with the provisions of Section 10-3-2 of the 1981 B.R.C., before the city of Boulder can grant an exemption from the rental licensing requirements stipulated by municipal ordinance.

Please contact the Rental Housing Licensing Program office at 303-441-3152 if you have any questions or concerns regarding the city of Boulder's housing code or rental licensing requirements.

Sincerely,

Michelle Allen
Rental Housing Licensing Administrator

Attachment



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VERIFICATION OF OWNER OCCUPIED STATUS

I, the undersigned, as owner of the property located at _____
_____, Boulder, CO Zip _____ hereby verify that
this property is owner occupied by _____, (Name of owner
or family member who resides therein).

“Family” means the heads of household plus the following persons who are related to the heads of the household: parents and children, grandparents and grandchildren, brothers and sisters, aunts and uncles, nephews and nieces, first cousins, the children of first cousins, great grandchildren, great grandparents, great great grand children, great great grandparents, grandnieces, grandnephews, great aunts, and great uncles. These relationships may be of the whole or half blood, by adoption, guardianship, including foster children, or through a marriage or a domestic partnership meeting the requirements of [Chapter 12-4](#), “Domestic Partners,” B.R.C. 1981, to a person with such a relationship with the heads of household.”

I further understand that this property may be randomly checked to verify
compliance with the provisions of Section 10-3-2 of the 1981 Boulder Revised Code
and that violation of this ordinance provision may result in administrative or legal
action.

Owners Signature _____ Date _____

Owners Printed Name _____

Owners mailing address _____

Phone number _____

MAIL THIS FORM TO:

City of Boulder
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Post Office Box 791
Boulder, CO 80306-0791

